



State of New Jersey  
Department of Environmental Protection



# FLOOD HAZARD AREA GENERAL PERMIT #1 CHECKLIST

Revised: May, 2014 Website: [www.nj.gov/dep/landuse](http://www.nj.gov/dep/landuse)

**CALL NJDEP AT (609) 777-0454 OR IF YOU HAVE ANY QUESTIONS**

To apply for a flood hazard area general permit #1, complete this checklist and send the material required below to the following address (please do not submit more copies than required):

**Postal Mailing Address**

NJ Department of Environmental Protection  
Division of Land Use Regulation  
P.O. Box 420, Code 501-02A  
Trenton, New Jersey 08625-0420  
Attn: Application Support

**Street Address (Courier & Hand Carry Only)**

NJ Department of Environmental Protection  
Division of Land Use Regulation  
501 East State Street  
Station Plaza 5, 2<sup>nd</sup> Floor  
Trenton, New Jersey, 08609  
Attn: Application Support

Please note: If you apply for a verification and a permit at the same time, you may combine application requirements and save time and paper. For example, both a verification and a general permit application require three copies of an application report. You may therefore submit three copies to cover both applications; you do not need to submit six copies (three copies for each application).

**CHECK ALL BOXES BELOW OR MARK N/A**

- ☐ 1. One completed copy of this checklist.
- ☐ 2. One completed certification that meets the following requirements (available from the website above):
- ☐ a. The certification is signed and sealed by the county or municipal engineer, or an engineer who is employed by the local Soil Conservation District.
  - ☐ b. The certification lists each requirement in N.J.A.C. 7:13-8.3(d) that applies to the project, and states how the requirement has been or will be satisfied.
- ☐ 3. Three copies of an application report, as described at N.J.A.C. 7:13-15.3, which includes:
- ☐ a. A complete written description of the project and all proposed activities, including the following:
    - ☐ (i) A description of the proposed cleaning methods and disposal locations for all dredged material.
    - ☐ (ii) The classification, under the Department's Surface Water Quality Standards, N.J.A.C. 7:9B, of the affected portion of the channel.
  - ☐ b. One completed LURP-2 application form (with original signatures on at least one copy).
  - ☐ c. One copy of a USGS quad map with the site clearly outlined to scale.
  - ☐ d. One copy of a municipal tax map with the site clearly outlined to scale.
  - ☐ e. One copy of a Department flood hazard area map or FEMA flood insurance rate map with the site clearly outlined to scale, if such mapping exists.
  - ☐ f. One copy of each previous approval received from NJDEP concerning the site, if such approvals exist.
  - ☐ g. One set of color photographs depicting the entire project area, mounted on 8½ -inch by 11-inch paper and accompanied by a map showing the location and direction from which each photograph was taken. Copies of photographs are acceptable provided they are color copies. Black and white copies of photographs are not acceptable. (Note: The photographs shall show any sections of channel or riparian zone that will be disturbed by the project.)

- ☐ 4. **Three sets of drawings, signed and sealed by a engineer or land surveyor, as appropriate, that clearly depict the segments of channel to be cleaned.**

- ☐ 5. **A copy of an NJDEP, Office of Natural Lands Management, Natural Heritage Database data request response for endangered or threatened species of flora or fauna, including a Landscape map report.**

NOTE: Please see [www.nj.gov/dep/parksandforests/natural/heritage](http://www.nj.gov/dep/parksandforests/natural/heritage) for details on how to apply.